

URBAN/MUNICIPAL

CA3 ON HW#34

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1994

AGENDA OF THE REGIONAL
MUNICIPALITY OF HAMILTON -
WENTWORTH DAY CARE TASK FORCE
JANUARY 7, 1994 -

URBAN/MUNICIPAL

CA3 ON HW H34
A35

1993

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE

A G E N D A

DATE: FRIDAY, January 7, 1994

TIME: 9:00 A.M.

PLACE: COMMITTEE ROOM - 15TH FLOOR
ELLEN FAIRCLOUGH BUILDING

URBAN M

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1993

GOVERNMENT DOCUMENTS

1. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES
- DECEMBER 3, 1993
2. REPORTS BACK FROM SMALL WORKING GROUPS GROUPS:
 - A) SUBSIDY ELIGIBILITY REVIEW
 - B) PER DIEM REVIEW
3. PREPARATION FOR INTERIM REPORT TO HEALTH AND SOCIAL SERVICES COMMITTEE
4. UPDATE FROM THE MINISTRY
5. SCHEDULE OF UPCOMING MEETINGS:
 - A) TASK FORCE
 - B) SMALL GROUPS
6. ADJOURNMENT
7. BREAK INTO SMALL WORKING GROUPS FOR REMAINDER OF MEETING

NOTE: THE PLANNING DEPARTMENT MEETING ROOM ON THE 14TH FLOOR HAS BEEN RESERVED FOR THE USE OF ONE OF THE WORKING GROUPS.

PLEASE ADVISE THE OFFICE OF THE CLERK AT
546-2604 IF YOU ARE UNABLE TO ATTEND.

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**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, December 3, 1993 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Chairman (Councillor) D. Agostino
Vice Chairman L. Russell
Councillor T. Jackson; J. Aquin, J. Kleefstra, N. Westbury,
S. Church, M. Baker, C. Firth, S. McDonald, J. Soldera,
J. Powell-Fralick

Absent with Regrets: J. Clinton - Illness
W. Campbell, M. McLaughlin - Another Commitment
J. Pacey

Also Present: C. Biggs

1. APPROVAL OF PREVIOUS MEETING MINUTES

(Firth/Kleefstra)

That the Minutes of the November 5, 1993 meeting of the Day Care Task Force be approved. **CARRIED.**

2. UPDATE FROM THE MINISTRY

In the absence of W. Campbell, J. Soldera brought the Task Force up to date on the Ministry's status. Also distributed two pieces of correspondence as follows:

- a) Letter from W. Campbell re: Guidelines for the Determination of Available Income (Day Nurseries Act);
- b) Letter from R. Bradley, Director, Child Care Branch to Administrators.

Copies attached.

J. Soldera expanded on the above matters with the following comments:

- Review taking place at the Ministry re: eligibility is no longer happening in its present focus or manner
- Correspondence indicates that the Ministry is not going to go ahead with original schedule - major

- major policy and social assistance review - whether pulling two together - not sure
- J. Soldera will be speaking with Brian Standish at Ministry in Corporate to obtain further clarification on the correspondence from W. Campbell and on other issues, e.g., per diem
- In addition, other piece of correspondence on dated November 19 to Administrators (provincial) and passed on to Region - announcement in changes re: needs testing of clients
- Controversial item is pension plans and RSP's
- Regional staff have been instructed not to make any changes in relation to pension plans and RSP's until further information is obtained from the Ministry
- Change in training allowance
- Makes an interesting comment re: UI - not considered part of net earnings -but under review
- In light of Ministry's announcement, any work by the task force should still be forwarded to the Province

3. STAFF REPORT FROM JANE SOLDERA

- Following through with changes
- Not acting on pension plans
- Staff report - some are aware that the appeals for the day care centres have been approved by the Health and Social Services Committee
- Have received approval for budget from Ministry
- Work of this Task Force will be looked at very keenly by the Health and Social Services Committee; work of the Task Force is critical to the future issue of day care
- Pay Equity - contact person is Liz Bourns

4. REPORTS BACK FROM SMALL WORKING GROUPS

a) Subsidy Eligibility Review

In the absence of M. McLaughlin, M. Baker outlined the work of the group to date.

- Martha supplied detailed summary (attached) which includes what has been done to date, the process involved
- Talked about discretionary areas to be looked at
- Outlined how the current system operates

- Most critical parts are work done to date, what work plan is hereon in
- Set out draft guiding principles for review
- The group was requested to look at user fees - Martha is looking into obtaining additional information
- Has been a very slow process - most difficult part is guiding principles
- J. Soldera indicated that Task Force members should be prepared to come back to meeting in January and comment on interim report
- In the meantime, the group will work on final report

b) Per Diem Review

J. Powell-Fralick summarized the efforts of the Per Diem Review group to date.

- Looking at audited statements - recommendation that they be required with budgets - should be enforced more rigorously
- Consider if budgets should be submitted every two or three years
- Looked at same per diem rate for all centres - struggle
- Councillor D. Agostino indicated that this same discussion is taking place at the Committee level and needs to be looked at very closely
- Feeling that it is very difficult to get a level playing field
- Jane will provide analysis for small working group of various costs
- Variations go far beyond rent
- Talked about enrolment issue
- Hoping to have an interim report soon

5. DISCUSSION OF INTERIM REPORT TO HEALTH AND SOCIAL SERVICES COMMITTEE

- J. Soldera suggested that Councillor D. Agostino, J. Clinton and she meet soon to discuss the report to the Health and Social Services Committee
- Hope to get interim report to the Committee in January or early February
- Interim report does not have to be definitive report
- Report should contain principles, what has been done to date, direction that the Task Force is going, what real issues are
- Interim report should address budgets

6. **SCHEDULE OF UPCOMING TASK FORCE MEETINGS - 1994**

The next meeting of the Task Force will be held on Friday, January 7, 1994 at 9:00 a.m. The Task Force agreed that following the meeting, the small working groups would meet.

The Committee Secretary will send out a memo to the Task Force members listing the date of meetings from January to June 1994.

The Task Force adjourned at 9:50 a.m.

Chairman

Secretary



Ontario

Ministry of
Community and
Social Services

Ministère des
Services sociaux
et communautaires

Telephone: (905) 521-7329

119 King St. West, 7th Fl.
P.O. Box 2112
Hamilton, Ontario
L8N 3Z9

December 2, 1993

Mrs. Jane Soldera
Director
Support Services Division
The Regional Municipality of
Hamilton-Wentworth
119 King Street West, 12th Fl.
Hamilton, Ontario
L8N 3V9

Dear Mrs. Soldera:

**Re: Guidelines for the Determination of
Available Income (Day Nurseries Act)**

This is further to our recent conversation on the above matter. As you are aware, our Ministry in the document "Ontario Child Care Management Framework" indicated as one of the projects a review of the needs testing practices in child care including the Guidelines for the Determination of Available Income in consultation with municipalities and approved corporations.

The purpose of the review was to achieve a greater degree of consistency between ministry programs using the needs test to determine eligibility as well as to address the differing practices across child care programs using the test to determine eligibility for child care fee subsidies.

We have been advised that this review will not be going ahead as originally scheduled due to work on major policy reforms in both Social Assistance and Child Care programs, which will result in significant changes in the client assessment and eligibility processes. Consequently, a major focus on **present** needs testing practices does not seem appropriate at this time and our Ministry will not be proceeding with the review.

RECEIVED

DEC 2 1993

SOCIAL SERVICES
DEPARTMENT
SS

- 2 -

Please feel free to share this information with the Day Care Task Force in my absence on Friday.

Please call me if you have any questions.

Sincerely,

P. Ward

per

Winston Campbell
Program Supervisor
Child Care Programs

WC:pw

Nov 14/93 - please action!

Child Care Branch
30th Floor
2 Bloor Street West
Toronto, Ontario
M7A 1E9

November 17, 1993

To: Administrators,
Municipal Child Care Programs
Approved Corporations
First Nations (Indian Bands)

Re: Guidelines for the Determination of Available
Income (Day Nurseries Act) - Needs Assessment

In recent months, there have been some changes made to the needs assessment practices in the social assistance program. These changes are now being adopted in child care to achieve a greater degree of consistency between ministry programs using the needs test and to address differing practices among child care programs using the test to determine eligibility for child care fee subsidies.

The following changes are effective immediately and your assistance in implementing them is appreciated. Included also is a confirmation of some practices that have not been changed.

Training Allowances:

Training allowances are now considered as part of "net earnings". The needs test, in determining the status of an applicant as a person in need, allows an exemption not exceeding an amount equal to 25 per cent of the monthly net earnings. Training allowances are now eligible for this exemption.

Second Property Ownership:

A second property is exempt from being considered as a liquid asset if it is up for sale. Any rental income from the property, however, will be considered as income.

Pension Plans and RRSP:

Pension plans that are mandatory and part of the terms of employment are now exempt from being considered as liquid assets.

A Registered Retirement Plan (RRSP), however, continues to be regarded as a liquid asset.

Unemployment Insurance Benefits:

Unemployment Insurance Benefits is considered as income from sources other than employment. Therefore, the exemption of a maximum of 25 per cent as applicable in the case of "earned income" does not apply to UI benefits.

However, this issue is under review for any possible allowance that can be made to benefit families requiring child care fee assistance.

If you have any questions or require further information or clarification, please contact Tom David, Program/Policy Analyst, Child Care Branch at (416) 327-4874.

Thank you for implementing these changes.

Richard Bradley
Director
Child Care Branch

REGION of HAMILTON-WENTWORTH
INTERIM REPORT

DATE: November 22, 1993

REPORT TO: Co-Chairs and Members
Day Care Task Force

FROM: Day Care Task Force - Subsidy Eligibility Working
Group

SUBJECT: Interim Report

RECOMMENDATIONS:

- i) That the Day Care Task Force review the content of the interim report from the subsidy eligibility working group.
- ii) That the content of this report be combined with the information from the Per Diem working group to produce an Interim Report from the Day Care Task Force for submission to the Health and Social Services Committee.

Background:

On September 15, 1992 Regional Council approved the formation of a Day Care Task Force. The mandate of this Task Force is the review and analysis of the following:

- The present budget/per diem model and rates used by the Purchase of Service - Licensed Nurseries Programme in Hamilton-Wentworth.
- The policies presently in place from the determination of eligibility of Day Care Subsidy.

The Terms of Reference, including membership for the Task Force, were approved by Regional Council on October 20, 1992. (see attached)

Prior to the formation of the Day Care Task Force, Health and Social Services Committee addressed the following regarding Day Care Subsidy:

- Maximum allowable income levels for day care subsidy.
- Exemptions on Net Earnings for day care subsidy.

The Health and Social Services Committee brought forward recommendations to the Regional Council the resulted in policy changes regarding eligibility criteria for day care subsidy.

These changes are as follows:

- That effective July 1, 1992 clients with maximum annual incomes greater than those outlined in Appendix A of Report SOC 93-043 be ineligible for Day Care Subsidy. (see attached)
- Item 3 of Health and Social Services Committee report 8-92 representing exeption on Net Earnings: Day Care Subsidy (SOC 92-109), approved by Regional Council on May 5, 1992.

Process

The Day Care Task Force held its initial meeting on Friday, March 5, 1993. The Task Force continues to meet monthly, however, a small working group was established in July 1993. The Task Force has determined in May that development of some guiding principles were were needed in the establishment of a framework to address the area of day care subsidy. This was identified as being of assistance in attending to the work at hand. In July it was agreed that the development of a working group was the optimal way to pursue completion of this task. The working group would report back to the Task Force at the monthly meetings.

The Task Force subsequently determined, in August, that the development of two working groups was warranted, given the complexity of the two areas under review and the time lines in terms of the overall work plan for the Task Force. The Task Force chose to expand the area of work with the previously established working group to address the area of subsidy eligibility. A separate working group to attend to Per Diem Review was established.

The membership of the two working groups was readily determined in consultation with the Task Force. The option for Task Force members to participate in both of the groups was also made available as some of the Task Force members had an interest in both areas.

Task Force members requested that the large group continue to meet as previously scheduled, on a monthly basis. The working groups meet between regularly scheduled Task Force meetings. The Task Force members have also elected to utilize a portion of the time allocated for the monthly Task Force meetings to working group activities.

Subsidy Eligibility Review

Background:

At present, the Province of Ontario through the Ministry of Community and Social Services, under the authority of the Day Nurseries Act, sets out conditions and standards regarding eligibility for Day Care Subsidy.

Child Care subsidy programmes are currently delivered through municipalities as a discretionary program in Social Services.

Eligibility for day care subsidy is established through the completion of the Determination of Available Income Form 1(#0726). This form is standard province wide and is the only recognized needs test for day nursery subsidies.

This form must be completed for all families who are receiving subsidy unless eligibility has been proven by virtue of the fact that they are in receipt of benefits under the Family Benefits Act or the General Welfare Act. The Provincial Guidelines for the Determination of Available Income must be followed by the municipality.

The Province provides Guidelines to municipalities regarding the administration of the Form 1. The Guidelines apply to all subsidy applications for day care services provided by the directly operated municipal day care centres and the purchase of service agreements. The Guidelines do not cover every possible situation: therefore there are some areas where interpretation comes into play at the municipal level.

The majority of the line items within the Determination of Available Income Form 1 have provincially established standards or ceilings. There are a few areas where a municipality has some discretion in establishing its own criteria with specific line items.

The discretionary areas are as follows:

- rent or mortgage(P&I) - ceiling is set by the Province but each municipality can set maximum levels within the Provincial guidelines.
- debt payments - municipality sets limits
- travel and transportation - a municipality may set a maximum limit within the Provincial guidelines
- Dental services - a municipality may set a maximum limit.
- Optical services - a municipality may set a maximum limit.
- Other - a municipality will consider individual

special/unique circumstances in this area.

- Exemption on net earnings - a municipality has flexibility within the provincial guidelines and the Province sets the maximum amount at 25% of monthly net earnings. A municipality may opt for any other exemption formula which does not exceed 25%.

The Current System

The Task Force and the working group have reviewed a number of aspects of the present method for determining eligibility for child care subsidy including:

- An overview of Day Care funding in Ontario.
- Walk through the Form 1 (Needs test procedure).
- Region of Hamilton-Wentworth, Support Services Division Day Care Subsidy Program (Who qualifies for day care subsidy?, How is actual need determined?, what is a Therapeutic Referral?, prioritization of client groups serviced.
- Demographics of subsidy.
- Municipal comparison regarding eligibility criteria. (Child Care Subsidy Eligibility report - March 1993)
- Analysis of sample eligibility cases(vis-a-vis maximum income level policy and exemption on net earnings policy)
- Review of housing costs locally and in other municipalities.
- Income tax issues.
- User fees including municipal comparisons.
- Child care reform.

Synopsis of work to date:

The draft of guiding principles has been completed for consideration by the Task Force. (see attached)

The working group has struggled with a number of issues related to the work at hand.

It is understood that the a provincial Child Care Reform process may have a significant effect on how child care is managed and delivered in the future. Contextually, the environment of reform combined with that of financial restraint are factors that have an impact upon the work being done both directly and indirectly.

The development of the guiding principles has been helpful and the working group has also drafted a synopsis of its understanding of

the present realities associated with child care subsidy and eligibility.

The issue of eligibility is one that is complex and philosophically challenging in the group discussions.

Our community has made the commitment to financially support child care services through the child care subsidy program in our Region. This commitment is one that provides support to children and families in our community and reflects the fact that, we, as a community value children and families. This commitment supports the potential benefits associated with access to and participation in child care services as outlined in the guiding principles.

The working group is in support of the present Day Care Subsidy Program in terms of the range of needs of children and families that it presently can accommodate.

The working group also appreciates the inherent limitations with the Form 1. It has been agreed that the discretionary areas afforded municipalities in the administration of the form need to be considered in greater detail.

The working group is aware that the Regionally, recommendations regarding the recent revisions to determining eligibility included a comment that in times of restraint, staff (Region) are proposing that those most in need be provided day care subsidy and thus the introduction of the maximum income criteria. The area of need is central to the work of the group and one that is very challenging.

It has become evident that some of the Task Force members have struggled with the utilization of a maximum income criteria. The working group has discussed impact of the criteria and has presently decided to continue to work with the Form 1. The intent is to work with the Form 1 to consider options that would potentially eliminate the need for a maximum income criteria. There is no consensus that the maximum income criteria should be eliminated at this time.

Work Plan

The working group will continue to meet to review the following:

- Form 1 - Discretionary line items, specifically rent/mortgage, debt payments and exemption on net earnings.
- user fees - re-visit this issue. (e.g. obtain more information from other municipalities; how fees utilized, collected, rates determined and impact analysis.)
- Review the issues of responsiveness, portability, flexibility and priority list.

Day Care Task Force

DRAFT-Guiding Principles

1. PUBLIC INVESTMENT IN CHILD CARE CREATES POSITIVE SOCIAL AND ECONOMIC BENEFIT AND IS FUNDAMENTAL TO THE WELL BEING OF CHILDREN, FAMILIES AND OUR COMMUNITY.

- Child care is both a social and an economic issue.
- Child care services are an integral component in:
 - enabling parents to access educational/training initiatives;
 - enabling parents entering or remaining in the workforce;
 - promoting a stable work force; facilitating job creation;
 - reducing dependence upon public assistance, and supporting economic renewal and growth.
- Child care services support and promote optimal development for children and their families by supporting and strengthening the capacity of families to care for their children and themselves.
- Child care services provide opportunities for early intervention including identification of special needs, remedial education and support and assistance to children and families. Early intervention has a positive impact upon future social, medical and education costs in terms of the child, their family and their community.
- Child care services need to be viewed in context of the child, the family and the community in which they live.

2. PUBLIC INVESTMENT IN CHILD CARE SUBSIDY SHOULD ENCOMPASS ALL OF THE ABOVE STATED PRINCIPLES REGARDING CHILD CARE AND, IN ADDITION, SHOULD SUPPORT THE UNIQUE NATURE AND NEEDS OF THE POPULATION ACCESSING CHILD CARE SUBSIDY AND THE AFFILIATED CHILD CARE SERVICES.

- Child care subsidy assists people in having equitable access to employment and education leading to a fair and adequate income and promotes full participation in community life. (ref. Vision 2020)
- Child care subsidy eliminates or reduces the financial barriers to accessing child care services.
- Child care subsidy eliminates or reduces a barrier preventing a child and/or their family from maximizing their potential.

CHILD CARE TASK FORCE

Per diem group – November 25, 1993

Present: Jane, Sandy, Jennifer, Charles, Lesley, Winston

- as the group was so small, it would be hard to make decisions;
- what do we agree on? Jane asked if we could work on this as a small group.

Discussion followed:

- audited statements – will they be required?
- present format – is it necessary to submit a budget every year?
- if not, then the department could audit more centres rather than review each budget;
- re. same per diem for all – how to determine?/feasible?
- maximum ceiling for some areas – doesn't exist currently – is this feasible?
- different formula for small, medium and large centres
 - range within a sliding scale
 - Sandy outlined the concept, but it was felt that most centres would then submit the maximum;
- problems with existing package – it's projected and there are no maximums;
- we need actuals to see the whole picture
 - underenrolment – at 85%, it may be more fair, but Region can't afford it;
 - surplus – currently 7.7% only – may be used for reserve (or 1 month operating expenses)
 - this no longer makes sense, and discourages long-term planning
 - if severance must be paid out, this wouldn't cover it the costs if a centre closed;
- discussion followed re. other municipalities and how they handle this, it may be provincial policy;
- Winston and Jane will bring this information to the next meeting
 - Jane encouraged members to think about writing an interim report by early '94,
 - members who have time and are interested should let Jane know soon.

Next meeting – Friday, December 3
9:00 a.m.

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DAY CARE TASK FORCE
ELIGIBILITY WORKING GROUP
DECEMBER 20, 1993

IN ATTENDANCE: Jane Soldera, Marcia Baker, Sheila Church, Jessie Kleefstra, Martha McLaughlin

1. At this time there are no changes to the draft document regarding the interim report to the Health and Social Services Committee. Any changes or additional information may be faxed to Martha as soon as possible.
2. Jane provided an update regarding the Per Diem working groups activities and the Region.
 - There will be no appeals of social service grants next year.
 - There is to be an announcement regarding Child Care Reform in February. The issues of the funding mechanism for child care programs may be addressed at that time. The Province is aware of the work of the Day Care Task Force and is interested in hearing more, specifically in terms of the per diem issues.
 - The issue of contributions from those in receipt of income through F.B.A. or G.W.A. was discussed. Technically, anyone in receipt of monies from either of these sources is eligible for subsidy for day care. This includes those families where the income through either of these sources may be minimal (partial payments). Our Region staff complete all sections of eligibility form for all applying for subsidy, however, completion of the expense side of the form is not necessary when the applicant is in receipt of social assistance. There is a question in terms of equity in terms of criteria which is highlighted when comparing the financial situations of some families not in receipt of social assistance to some who are.
 - The subsidy eligibility process was again discussed in terms of the inequities related to the form and the difficulties encountered in effecting changes to those line items that allow for municipal discretion in an attempt to address some of the inequities.
3. User Fee Information

As requested, Jane presented information regarding the application of user fees in other municipalities. Jane had information available regarding Niagara and Halton. Jane will be accessing more information regarding three other communities these being Ottawa, Peel and Metro Toronto.

Jane reviewed the information provided in the hand outs regarding Niagara. The only groups exempt from user fees are those in receipt of subsidy through the Jobs Ontario Training Program and students attending high school whose sole source of income is F.B.A./G.W.A.

The user fees are applied at the same rate to both full and half day spaces. Jane stated that the Province has no guidelines regarding user fees.

The user fees are applied at the same rate to both full and half day spaces. Jane stated that the Province has no guidelines regarding user fees. The child care centres are responsible for collecting the user fees as they are for collection fees from any family paying full fees or on partial subsidy.

The information from Halton needs to be clarified further but at this time Jane informed the group that Halton applies user fees to all families on subsidy. Halton appears to adjust the fee payment for part time attendance.

Both municipalities are increasing the fees as of January 4, 1994.

The group discussed needing more information including any documentation regarding the rationale for the implementation of user fees for child care subsidy.

There was some discussion regarding the concept that a financial contribution facilitates the recipient of subsidy dollars "feeling" better by making a contribution and appreciating the service more. This sentiment was not supported by the group.

The intent for user fees to provide stability within the system and reducing the cost to the municipalities and province needs to be reviewed further. The financial implications also need to be considered further.

The group will meet again at the general meeting of the Day Care Task Force in January. There were no additional small group meetings scheduled at this time.

December 20, 1993

THE REGIONAL MUNICIPALITY OF NIAGARA:

- Are user fees charged - yes
- \$1.50 daily/child based on 22 days per month (effective Jan. 4/94) Presently \$1.00 for both 1/2 and/or full day)
- Paid in addition to available daily income
Yes - _____
No - X
- User fee is the minimum - if ADI is greater than the user fee it is charged
- Exceptions to the above: FBA/GWA high school students (with no other income source) only

OTHER NOTES:

- Form 1 - not fully completed for FBA/GWA recipients, therefore they only pay user fee (\$1.50/child/day) never ADI
- JOTF clients are not charged user fees
- How are user fees applied to the budget submission to COMSOC
 - For directly operationed centres they are deducted from gross to produce a cost sharable gross (accounted for as revenue)
 - For purchase of service centres gross costs are reduced accordingly (taking reduced \$ paid to the centres into account)
 - User fees paid directly to the centres



Social Services
INTER-OFFICE MEMORANDUM
Children's Services Division

TO: Children's Services Management Team, Resource Teachers, Child Care Representatives, Adelina Urbanski

FROM: Diane Ayliffe

DATE: December 01, 1993

RE: Minimum Per Diem Change Effective January 1, 1994

1993 PER DIEM	JANUARY 1, 1994 PER DIEM	
\$3.00	\$3.40	Families where the sole source of income is social assistance.
\$4.45	\$5.00	Families where one or both parents are working who in the Determination of Available Income have \$100.00 or less left after calculating the monthly income less budgeting items (line 27 of the Ministry of Community and Social Services Form 0726) or families who are in receipt of social assistance in addition to earned income.
\$5.80	\$6.40	Families where one or both parents are working and whose available monthly income is \$139.20 or less** (as determined on line 29 of the Ministry of Community and Social Services Form 0726)
\$3.00	\$3.40 (Variable \$6.41 or greater)	For families in receipt of financial assistance and have a variable per diem ie. \$6.41 or greater. Staff should add the fee of \$3.40 to each variable per diem up to \$1.00 of the full fee costs.

**REMEMBER TO CALCULATE PART-TIME ATTENDANCE BY USING FORMULA
SECTION 7 OF THE GREY MANUAL

CC: Karen Otto, Finance Department

AG\PERDIEMS

[illegible]

5(a)

OFFICE OF THE CLERK

MEMORANDUM

TO: Chairman and Members
Day Care Task Force

YOUR FILE:

FROM: Carolyn A. Biggs
Legislative Assistant
Regional Clerk's Office

OUR FILE:
PHONE: (416) 546-2604

SUBJECT: Schedule of Meetings - 1994

DATE: 1993 December 28

As requested at the December meeting, the following is a list of scheduled meetings of the Day Care Task Force for the first six months of 1994:

January 7
February 4
March 4

April 8
May 6
June 3

All meetings will be held in the 15th Floor Committee Room, Ellen Fairclough Building, 119 King Street West, at 9:00 a.m.

Please let me know if any of these dates are not suitable.

:cab.

c.c. M. J. Schuster, Commissioner of Social Services

CA30N HW H34

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1994

ALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE

A G E N D A

DATE: FRIDAY, FEBRUARY 4, 1994

TIME: 9:00 A.M.

PLACE: COMMITTEE ROOM - 15TH FLOOR
ELLEN FAIRCLOUGH BUILDING
119 KING STREET WEST

URBAN A

1994

GOVERNMENT

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1. APPROVAL OF PREVIOUS MEETING MINUTES
 2. ATTENDANCE
 3. UPDATE FROM THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES
 4. STAFF REPORT
 5. SCHEDULING OF UPCOMING MEETINGS
 6. ADJOURNMENT MEETING
 7. BREAK INTO SMALL WORKING GROUPS FOR REMINDER OF MEETING

**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, January 7, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: J. Soldera

There was no Quorum present 30 minutes after the appointed time of the meeting. The Committee Secretary recorded the names of those present and the meeting stood adjourned.

Chairman

Secretary

**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, January 21, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Chairman L. Russell
J. Aquin, S. Church, M. Baker, C. Firth, S. McDonald,
W. Campbell, M. McLaughlin, J. Soldera

Absent with Regrets: Councillors D. Agostino, T. Jackson - Other Commitment
J. Powell-Fralick - Illness
J. Clinton, J. Kleefstra - Other Commitment
N. Westbury, J. Pacey

Also Present: C. Biggs

1. APPROVAL OF PREVIOUS MEETING MINUTES

(Church/McDonald)

That the Minutes of the December 3, 1993 meeting of the Day Care Task Force be approved. **CARRIED.**

2. REPORTS FROM THE SMALL WORKING GROUPS:

a) Subsidy Eligibility Review

M. McLaughlin gave an update on the work of the group to date.

- No recommended changes to the draft interim report previously distributed
- Continue to look at form in terms of flexibility - J. Soldera is accessing more information in three areas - i) how user fees are developed, how they are applied and their impact on respective regions

b) Per Diem Review

J. Soldera reviewed highlights from the Minutes of the small working group.

- Some discussion respecting surplus dollars and how they are handled by other municipalities
- Talked about other ideas for per diems i.e., looking further at exploring issues such as paying flat rate and parents top up
 - budgets submitted on actuals
 - only request budget submissions from centres appealing
 - one-page format
 - would flat rates be fair with existing budgets
 - important to look at streamlining the appeals process
 - whole appeal process is questionable
 - do not feel that the system could support existing process
 - present budget process, including whole appeal (submission, review)
 - consider if appeal process be put on hold at this point
 - J. Soldera advised that the Health and Social Services Committee has approved a motion that there be no appeal process for grant applications this year
 - could be some relief for not-for-profit centres (COMSOC)
 - examine further how licensing relates to initial budget set-up
 - Jane has prepared draft outline for small working group to follow
 - Winston - talked about administrative costs
 - consider what are components to buy services as a group
 - real variation in the size of centres (i.e., 25 vs. 150)
 - larger centres incur greater costs for administrative staff, as well as supplies required
 - any centre connected to larger organization has "allocated administration" - e.g., Mohawk
 - vision is to have a central ECE Resource Centre
 - could there be a program set up for small operators to go for professional help - not necessarily all ECE professionals - broker services, group purchasing

3. PREPARATION FOR INTERIM REPORT TO HEALTH AND SOCIAL SERVICES COMMITTEE

- J. Soldera stressed the importance of an interim report to the Health and Social Services Committee, and encouraged the Task Force to continue to push along. She also advised of the following Committee timelines:
 - Next meeting of the Health and Social Services Committee is January 25 - no report for submission
 - A report for the February 11 Committee meeting would be due January 26
 - The second meeting of the Committee in February will deal with Department budgets
- Still anticipating report from the Province in February
- Interim report should include what the Task Force has done thus far, direction the Task Force is taking, and make some basic recommendations
- Hope interim report would make some recommendations re: appeals
- No appeals until final submission of report to H&SS
- Parameters required for final report
- Project for funding report may be in place in June

(Church/Baker)

That the interim report of the Per Diem Review Group include a recommendation that no appeals be considered until final report of the Day Care Task Force is completed.

CARRIED.

(Church/McLaughlin)

That the Interim Report of the Day Care Task Force be presented to the Health and Social Services Committee on March 29, and the Final Report be presented on June 14, 1994.

CARRIED.

NEW BUSINESS #1

J. Soldera advised that she has been invited to participate in a workshop on Saturday, February 19, 1994 entitled, "Winter Recharge". She has been requested to present information on the work of the Day Care Task Force. Once her presentation material has been prepared, she will review it with the Vice Chairman and the leaders of the small working groups.

4. **UPDATE FROM THE MINISTRY**

W. Campbell advised that he has no new information to offer.

5. **SCHEDULE OF UPCOMING MEETINGS:**

a) **Task Force**

As attached to the agenda.

b) **Small Groups**

i) **Subsidy Eligibility Review Group**

- Wednesday, February 2, 1994
- Thursday, February 10, 1994

Both meetings will start at 9:00 a.m. and be held at AATD

ii) **Per Diem Review Group**

- Dates will be booked as required.

The Task Force adjourned at 10:00 a.m.

Chairman

Secretary

DAY CARE TASK FORCE - PER DIEM GROUP

MINUTES - DECEMBER 10TH

Review of last meeting:

- Discussion of food allowances for preschoolers
 - They are fed by the centres, but also allowed money for food in needs test
- - 7.7% - there are no firm guidelines for non-regional dollars received as excess revenue
 - If 100% dollars from Region, guidelines are in affect
 - If from fee payers revenue, your own money to control
 - Per diems are to reflect operating costs only
 - Any dollars over per diem were for operational cost of day to day - 80% for capital
 - Brian Stanish has not returned Jane's call regarding this matter
 - Winston feels there are no guidelines for service purchasers (i.e. Region)
 - Jane has budget guidelines already in place for this municipality
 - other agencies cannot be compared (i.e. nursing homes) as they are paid a flat rate and budgets are not considered
 - Jane will call other municipalities for information on per diems (Niagara, Halton, Peel, Ottawa)
 - Jane will continue to try and contact Bryan Stanish
 - we want to know: if they require budgets, when, how often, - what do they do about surplus?
- Councillors are really wanting to know how we can solve this per diem issue with existing dollars

Ideas for per diem, which could be explored/recommended:

- Flat rate, charge balance to parents
- 12 months based on actual - budget submission only for appeals
- 1 page "mini budget" format, (Lesley Russell's design)
 - with existing budgets would flat rate be fair?
 - we need to revisit the existing per diems 94'
 - Jane will bring information on budget lines with centre names blocked out, for comparison/examination of proposed models

Two issues:

- Streamline process
- Use existing dollars fairly to avoid so many appeals
 - The whole appeal process is felt to be questionable.
 - Centres are not told "there are no dollars but here's the appeal process" then appeals are granted. It puts staff in an awkward position (Region recommended that all centres get is 2% if their budgets support it)
 - The system cannot continue to support this process

Winston shared some good news:

- Three Ministries met with OMSSA and funding issues are being given high priority, announcements are forthcoming

Suggestions:

- Should we consider suggesting that the appeal process be alleviated?

- Winston suggests that not for profit centres can still apply for financial assistance for programs in financial distress (impact of this decision/consequences). We need to consider the alternative for the commercial operators.
- Examine how licensing relates to initial budget setup/submission

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**MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

A G E N D A

DATE: FRIDAY, MARCH 4, 1994

TIME: 9:00 A.M.

**PLACE: COMMITTEE ROOM - 15TH FLOOR
ELLEN FAIRCLOUGH BUILDING
119 KING STREET WEST**

U..BAN &

BAR

1994

GOVERNMENT OF HAMILTON

-
- 1. REVIEW AND APPROVAL OF MINUTES**
 - 2. REVIEW AND APPROVAL OF A DRAFT OF THE INTERIM REPORT
TO HEALTH AND SOCIAL SERVICES COMMITTEE
TO BE DISTRIBUTED UNDER SEPARATE COVER**
 - 3. DISCUSSION OF PRESENTATION OF REPORT TO COMMITTEE**
 - **WHO WILL PRESENT?**
 - **FOCUS OF PRESENTATION**
 - 4. UPDATES FROM THE MINISTRY OF COMMUNITY AND SOCIAL
SERVICES**
 - 5. STAFF REPORT**
 - 6. SCHEDULING OF FUTURE MEETINGS:**
 - **TASK FORCE**
 - **WORKING GROUPS**
 - 7. ADJOURNMENT**

**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, February 4, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Chairman (Councillor) D. Agostino
Vice Chairman L. Russell
J. Aquin, M. Baker, C. Firth, S. McDonald,
M. McLaughlin, J. Soldera, J. Powell-Fralick, J. Clinton,
W. Campbell, N. Westbury

Absent with Regrets: Councillor T. Jackson - Other Commitment
J. Pacey, M. McLaughlin, S. Church

Also Present: C. Biggs

Lesley Russell assumed the chair.

1. APPROVAL OF PREVIOUS MEETING MINUTES

(Aquin/McDonald)

That the Minutes of the January 7 and 21, 1993 meetings of the Day Care Task Force be approved. **CARRIED.**

Amendments to the December 10 Minutes of the Per Diem Group:

a) Page 2, "Two Issues"

Should read, "Centres are told "there are no dollars..."

b) Page 2, "Suggestions"

Rather than the appeal process be alleviated, should be a moratorium on appeals.

2. ATTENDANCE

The Vice Chairman restated the importance of the members' attendance at the Task Force meetings.

3. **UPDATE FROM THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES**

W. Campbell advised the Task Force of the following:

- Announcement on Child Care Reform will be made in approximately six weeks (March)
- Annualized funding and income testing being looked at - piloting
- "Feelers" that Hamilton may be considered for pilot project
- J. Clinton - outstanding part is the User Fee area as far as work of Subsidy Eligibility Review Group

4. **STAFF REPORT**

- J. Soldera indicated that she has spoken with the Commissioner of Health and Social Services and advised him of the dates which the Task Force is anticipating presenting reports to the Health and Social Services Committee
- Concentrating on pulling information together for Per Diem Group

5. **SCHEDULE OF NEXT MEETING**

- Reconfirm meetings of the Day Care Task Force on March 4, April 8, May 6 and June 3
- First draft of report can be reviewed by Task Force at March 4 meeting
- Representatives from two working groups will co-ordinate preparation of report

The Task Force had a lengthy discussion on user fees/per diems, both the philosophical interpretation vs. their application.

On motion (**Clinton/Westbury**) the Task Force adjourned at 10:40 a.m. **CARRIED.**

Chairman

Secretary

OFFICE OF THE CLERK

MEMORANDUM

TO: Chairman and Members
Day Care Task Force

YOUR FILE:

FROM: Carolyn A. Biggs
Legislative Assistant
Regional Clerk's Office

OUR FILE:
PHONE: (416) 546-2604

SUBJECT: Day Care Task Force Meeting
Friday, March 4, 1994

DATE: 1994 March 2

Attached is the DRAFT interim report to the Health and Social Services Committee (Item 2 on the agenda) for your review prior to the Task Force meeting on Friday.

Please bring this with you to the meeting.

cab.
Encl.

URBAN
GOVERNMENT

Ruth Greenwood
Hamilton Public Library
2nd Fl., 55 York Blvd.
Hamilton, Ontario
L8R 3K1

DRAFT

INTERIM REPORT

DAY CARE TASK FORCE

PRESENTED TO THE

HEALTH AND SOCIAL SERVICES COMMITTEE

THE REGIONAL MUNICIPALITY OF HAMLTON-WENTWORTH

March 1994

BACKGROUND

Regional Council created the Day Care Task Force on September 15, 1992. This action was precipitated by the emergence of two specific issues:

- The appeal of the 1992 per diem by twelve Day Care Centres to the Health and Social Services Committee.

AND

- The impact on clients of two policies (Maximum Income Level and Exemption On Net Earnings) which had been approved by Council earlier that year.

The Terms of Reference for the Task Force were approved by Regional Council on October 20, 1992. (Terms of Reference are attached for information - Appendix A). The mandate of the Task Force was determined to be the review and analysis of:

- The current budget model and per diem rates used by the Purchase of Service - Licenced Nurseries Programme.
- The policies presently in place for the determination of eligibility for day care subsidy.

PROCESS

The Day Care Task Force held its inaugural meeting on Friday, March 5, 1993.

The Task Force has continued to meet monthly since that time. In addition to the monthly meetings, two small working groups were established to deal with the areas of subsidy eligibility and Centre's per diems and budgets. Both working groups meet for approximately one to two additional meetings per month.

The Task Force members have received and reviewed an extensive collection of reference and resource material.

As members of the Task Force began their work, it became apparent that it would be necessary to establish a set of guiding principles which would serve to provide a framework from which to proceed. Those principles have been developed and confirmed by participating members of the Task Force.

In addition to the establishment of the guiding principles referenced above, the Task Force has completed a number of other tasks as outlined in the following two sections of this report.

SUBSIDY ELIGIBILITY WORKING GROUP - WORK TO-DATE

This Subsidy Eligibility Working Group has struggled with a number of issues related to the work at hand. The following is a synopsis of the work to-date.

It is understood that the Provincial Child Care Reform process may have a significant effect on how child care is managed and delivered in the future. Contextually, the environment of reform combined with that of financial restraint are factors that have an impact upon the work being done both directly and indirectly.

The development of the guiding principles has been helpful as they have provided a rationale and framework from which to proceed. The group has also drafted a synopsis of its understanding of the present realities associated with child care subsidy and eligibility.

Our Community has made the commitment to financially support child care services through the child care subsidy program in our Region. This commitment provides support to children and families, and reflects the fact that we, as a Community, value children and families.

The issue of eligibility is one that is complex and philosophically challenging in the group discussions. The following topics and issues have been the focus of the discussions thus far:

- Day Care funding in Ontario.
- Needs testing procedures (general).
- Needs testing procedures (specific to the Region of Hamilton-Wentworth, Support Services Division Day Care Subsidy Program) i.e. Who qualifies for day care subsidy? How is actual need determined? What is a Therapeutic Referral? Priorization of client groups services.
- Demographics of subsidy.
- Municipal comparison regarding eligibility criteria. (Child Care Subsidy Eligibility Report - March 1993).
- Analysis of sample eligibility cases (vis-a-vis Maximum Income Level Policy and Exemption On Net Earnings Policy).
- Review of housing costs locally and in other Municipalities.

- Income tax issues.
- Child Care Reform.

The working group appreciates the inherent limitations with the Form 1 (current needs testing tool "Determination of Available Income"). It has been agreed that the discretionary areas afforded Municipalities in the administration of the form need to be considered in greater detail. These are the following:

- Rent or mortgage payments (ceiling set by the Province, but each Municipality can set maximum levels within the Provincial guidelines).
- Debt payments (Municipality set limits).
- Travel and transportation (Municipalities may set a maximum within Provincial guidelines).
- Dental services (Municipality may set a maximum limit).
- Other (Municipality considers unique circumstances).
- Exemption on net earnings (Municipality may use an exemption formula which does not exceed the Provincially set maximum of 25% of monthly net earnings).

The working group is aware that the implementation of the Maximum Income Level Policy in 1992, arose from the concern that those most in need be provided day care subsidy. The area of need is central to the work of the Eligibility Group and one that is very challenging.

It has become evident that some of the Task Force Members have struggled with the utilization of a maximum income criteria. The working group has discussed the impact of the criteria and has presently decided to continue to work with the Form 1. The intent is to work with the Form 1 to consider options that would potentially eliminate the need for a maximum income criteria. There is no consensus that the maximum income criteria should be eliminated at this time.

The prioritization of client groups' served has also been discussed at length by the Eligibility Group. Consensus has not yet been reached in regard to the appropriateness of the current prioritization which was set by Regional Council in 1985.

PER DIEM WORKING GROUP - WORK TO-DATE

The Per Diem Working Group has focused its attention thus far on the following:

- Development of guiding principles in relation to per diem/funding of the day care centres.
- A review of the current budget package.
- Preliminary comparison of budget models used in other Municipalities.

A detailed review of the Licenced Nurseries Programme's current budget process has been completed. Historically, the budget submission packages completed by the Day Care Operators each year produced per diems which allowed the Licenced Nurseries Programme to project an annualized cost of services. These figures were then used as a basis to produce the annual Licenced Nurseries budget which was presented to Regional Council and to Ministry of Community and Social Services for funding approval. However, in recent years due to fiscal constraints the Regional and Ministry's budgets have been limited to minimal cost of living increases only. The direct linkage between the budget submissions of Day Care Operators, and the Region's Licenced Nurseries Programme budget no longer exists. Unless a Day Care Operator chooses to appeal the approved per diem, it is likely that the Regional per diems paid have lost pace with the "actual" costs of operating each Centre as developed by its budget submission.

It is vital that this issue be discussed further. Operators must have some rationale for submitting a budget package each year. Task Force participants have questioned the need for the annual budget submission and have discussed a number of alternatives. Preliminary discussion included alternatives such as:

- a) The Region requiring a budget submission only if an Operator wanted to appeal the annual per diem increase.
- b) The Region requiring a budget submission only once during the term of the contractual agreement based on "actuals" rather than estimates and projections and supported by current audited statements.

These and other alternatives to the current budget model/cycle require further exploration by the group.

The working group has completed a thorough study of the current budget package used by individual Operators. Strengths and weaknesses of the budget package are summarized as follows:

STRENGTHS

- Detailed/inclusive of most, if not all expenses
- Takes into account individual Centre's unique costs (i.e. differences in salaries, occupancy, administration etc.)
- Appeal process if open accessible
- Is helpful to new Centres which are unfamiliar with budgeting and the costing of a child care programme
- Can be used as a working tool to monitor spending
- The complete budget serves as a basis and justification of an appeal of per diems by individual Centres
- The completed budget facilitates the audit process which is completed annually by the Regional Auditor

WEAKNESSES

- Long/cumbersome to complete
- Based on estimates, projections and some actual figures
- No ceilings or maximums are set on individual items are set within the package
- Up-to-date financial statements are sometimes difficult to secure at the time budgets are being submitted and reviewed due to various year ends
- Some Operators report being confused and intimidated by the appeal process and feel they get double message (i.e. there is no more money...but some Centres get more on the basis of appeal
- Some Operators are dissatisfied with policies/guidelines applied to the package

PRINCIPLES

As indicated the Day Care Task Force members developed the following guiding principles in order to establish a foundation to pursue its mandate.

- (1) Child care is both a social and an economic issue and needs to be viewed in the context of the child, the family and the Community.
- (2) Child care services are an integral component in enabling parents to access educational/training initiatives; enabling parents entering or remaining in the workforce; promoting a stable work force; facilitating job creation; reducing dependence upon public assistance; and supporting economic renewal and growth.

- (3) The Municipality as a key stakeholder/funder has an interest in and responsibility for the promotion of and stability in the delivery system of child care in the Hamilton-Wentworth Community.
- (4) Funding to child care programmes must be dispensed in such a way to encourage and promote the development of flexible programme models which are responsive to the unique child care needs of Hamilton-Wentworth.
- (5) Child care services support and promote optimal development for children and their families by supporting and strengthening the capacity of families to care for their children and themselves.
- (6) Child care services provide opportunities for early intervention including identification of special needs, remedial education and support, and assistance to children and families. Early intervention has a positive impact upon future social, medical and education costs in terms of the child, their family, and their Community.
- (7) Public Investment in child care subsidy should encompass all of the above stated principles regarding child care and, in addition, should support the unique nature and needs of the population accessing child care subsidy and the affiliated child care services.
- (8) Child care must be affordable for both users and funders while being reflective of actual costs.
- (9) Fiscal responsibility and accountability to funders must be an inherent part of the ongoing budget process.
- (10) Changes to funding to Centres through the existing per diems will not shift the financial responsibility to other government programmes thereby eliminating net savings to the tax payer.
- (11) Child care subsidy assists people in having equitable access to employment and education leading to a fair and adequate income and promotes full participation in community life (reference Vision 2020).
- (12) Child care subsidy eliminates or reduces the financial barriers to accessing child care services.

- (13) Child care subsidy eliminates or reduces a barrier preventing a child and/or their family from maximizing their potential.

CURRENT REALITIES

The Day Care Task Force continues its work within a context of two challenging realities:

- i) Current fiscal constraints have resulted in shrinking resources being available to key funders including the municipalities and other levels of governments.
- ii) Announcements regarding Child Care Reform are expected in the near future. At this time it appears that the current direction of the Provincial government will likely include a move from needs testing for client eligibility to income testing, and the potential for base funding directly from the Province to day care Operators. Any impressions regarding Child Care Reform are based upon conjecture as a result of leaked information and documents.

Both factors referenced above have a profound impact on the work being undertaken by the Task Force. These uncertainties have created challenges for the Task Force as it attempts to complete its work.

FUTURE DIRECTIONS

Given the current uncertainties referenced above the Day Care Task Force will continue its work and will endeavour to present its final report to the Health and Social Services Committee in June 1994.

The Eligibility Working Group will focus its efforts on the following:

- Continue the investigation of discretionary line items on the Form I (specific rent, mortgage, debt payments, and exemption on net earnings).
- Re-visit the issue of user fees as it applies to eligibility and its impact on clients.

- Review the issues of responsiveness, portability, flexibility and priority list

The per diem/budget working group will procedure to:

- Continue its investigation of the current budget process
- Examine other budget packages and re-visit the current package to determine what form the budget package should take
- Analyze the use of user fees as a means to:
 - a) reduce funders costs
 - b) increase Operators per diems
 - c) purchase more spaces with the existing funding

RECOMMENDATIONS:

- a) That Health and Social Services Committee give consideration to the development of guiding principles which provide the rationale and framework for the provision of subsidized child care within our Municipality
 - i) That consideration would be given to endorsement and adoption of the principles developed by the Day Care Task Force.
 - ii) That principles developed for this purpose be consistent with those set out in Vision 2020
- b) That no 1994 day care appeals be considered by the Health and Social Services Committee until the final report of the Day Care Task Force is completed and presented to Committee.
- c) That Health and Social Services Committee direct staff to work co-operatively with the Ministry of Community and Social Services to encourage and facilitate efforts of Day Care Centres to reduce operating costs through collective efforts in areas such as "administration, operations and purchasing".
- d) That Health and Social Services Committee pursue the opportunity to "pilot" per diem or eligibility projects that may be made available to Municipalities as part of the Child Care Reform process presently underway by the Province.

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**REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
SCHOOL CHILD NOURISHMENT TASK FORCE**

A G E N D A

DATE: Friday, March 11, 1994

URBAN M

TIME: 9:00 o'clock a.m.

PLACE: 15th Floor Committee Room
119 King Street West, Hamilton

GOVERNMENT DOCUMENTS

1. DECLARATION OF INTEREST

**2. APPROVAL OF MINUTES OF THE FEBRUARY 11, 1994 MEETING OF THE
SCHOOL CHILD NOURISHMENT TASK FORCE**

Recommendation:

Be received and adopted as presented.

3. REVIEW AND APPROVAL OF TIME LINES

Recommendation:

That the following Time Lines be approved:

June 10, 1994	Final Reports from Working Groups (Regular Task Force meeting)
July 15, 1994	Review Draft of Final Report (Regular Task Force meeting)
August, 1994	Staff to make any necessary changes to Final Report
September 9, 1994	Adoption of Final Report (Regular Task Force meeting)
September 27, 1994	Presentation of Final Report to Health and Social Services Committee
October 4, 1994	Regional Council - Final Approval

4. PUBLIC CONSULTATION

Recommendation:

- a) That the dates for the Community Forum as approved on February 11, 1994 be reconsidered;

- b) That the Community Forum be held on Thursday, April 14, 1994 from 7:00 p.m. to 9:00 p.m. and on Friday, April 15, 1994 from 1:30 p.m. to 3:30 p.m. at Hamilton City Hall Council Chambers.

5. APPROVAL OF INTERIM REPORT

Recommendation:

That the School Child Nourishment Task Force Interim Report be approved and forwarded to the Health and Social Services Committee for consideration.

6. INFORMATION PAMPHLET

Recommendation:

That the Information Pamphlet be approved and circulated to the appropriate parties.

7. UPDATES FROM WORKING GROUPS

8. INVITATION TO TARGET GROUPS

Recommendation:

That the letter of invitation be approved and circulated to the appropriate parties.

9. ADJOURNMENT

MINUTES OF THE SCHOOL CHILD NOURISHMENT TASK FORCE

The School Child Nourishment Task Force met on Friday, February 11, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Chairman (Councillor) D. Agostino
Co-Chairman J. Santucci
J. Bishop, K. D'Andrade, L. Dabols, D. Knight, K. Hudspith, J. Stirling, K. McInnes

Absent with Regrets: J. Hutton, F. Tassi, C. Sparling, M. Pennock, T. Atterton

Also Present: A. Scott, A.L. Heron, M. Gallagher

1. DECLARATION OF INTEREST

None declared.

2. MINUTES OF THE DECEMBER 10, 1994 SCHOOL CHILD NOURISHMENT TASK FORCE

(Bishop/McInnes) Be received and adopted as presented.

CARRIED.

3. INTERIM REPORT

The Committee reviewed the interim report as circulated. The following suggestions were made:

- o Background - Delete first two paragraphs relating to the City of Toronto
- o Funding Committee - be more specific as to what "user-friendly inventory" means
- o Needs Assessment - "To date the reception from community has been very good" - this statement may give a message that is not entirely accurate.
- o Interim Report is a good summary of work to date
- o Identification issues - May alarm Boards of Education
Makes it appear that the Principals and teachers should be setting up the nourishment program. We must ensure in our "Language" that we are not blaming Schools/School Boards.

- o Public Education Section
 - phrase "explore ways to sensitize teachers" this statement should be broader to include school system, the community as a whole etc.
 - This section needs to be expanded.
- o Report needs a clearer picture of how hunger impacts on learning - add to program design section.
- o use "child" wherever appropriate (i.e. School **Child** Nourishment programs, School **Child** Nourishment Task Force)

Members of the Committee were requested to submit their comments to A.L Heron for inclusion in the Interim Report.

(McInnes/Bishop)

- a) That the Task Force members submit any changes to the interim report to staff by February 18, 1994;
- b) That the final draft be reviewed by Councillor Agostino and staff prior to the meeting.

CARRIED.

4. UPDATES FROM SUBCOMMITTEES

- a) **Needs Assessment**

Lynne Dabols provided an overview of the written progress report (attached).

The Task Force discussed the idea of a Community Forum. It was suggested that invitations be extended to 15-20 agencies to request groups to make verbal or written submissions, including those groups who we have not specifically identified (i.e. school federations)

Groups may be permitted to speak on behalf of their agencies or on a personal basis to express their opinions.

The Room for the Forum must be accessible and in a centralized location./

(Dabols/Santucci)

- a) That a Community Forum be held on Thursday, March 24, 1994 - 1:00 to 3:00 p.m. and from 7:00 to 9:00 p.m. in a location to be determined.

- b) That a letter of invitation be forwarded to the community to address mandate of the Task Force in writing or by FAX.

CARRIED.

b) Funding Sub-Committee

Due to time constraints the Funding Sub-Committee has not had the opportunity to meet as often as they would like. However, a meeting is anticipated in the near future.

c) Program Models Sub-Committee

The Program Models Sub-Committee has reached the point in their work that requires the assistance of the Needs Assessment Sub-Committee to go any further. Therefore, both groups will be working together to further their work.

**5. Public Education
Information Package (distributed)**

An Information Package was distributed to the Task Force (attached). This package may be used by Task Force members when speaking to groups either as a stand alone document or one which can be expanded upon where necessary.

The Task Force reviewed the list of target groups from a previous meeting and added the following to the list to be invited to attend the consultation or provide a written submission:

- o Emergency Centres - written submission
- o Student Councils of Highschools (target one school from each School Board)
- o Blanket invitation to Separate School Board Student Councils
- o Family Benefits Department/GWA
- o CAS
- o Easter Seal Society
- o Association for Community Living
- o North End Community Health Centre
- o St. Joseph's Community Health Centre

The Task Force also discussed utilizing the Media. (i.e. Open Line Talk Show on CHML and Cable 14.)

The Task Force agreed that the information package should be compiled into a pamphlet form.

Parameters of the pamphlet: raise consciousness level - provide as much information to the public as possible.

(Bishop/McInnes)

That an information package in a Pamphlet format be endorsed;

That 1,000 pamphlets be printed for distribution.

CARRIED.

Comments on the Final Report

The Task Force discussed the importance in having the work of the Task Force ongoing after the Final Report is adopted by Regional Council.

Also, the recommendations in final report should stipulate what programs need to be ongoing and what resources (i.e. an inventory of funding, information on who to contact for resources in an index; information sources etc.) are available.

Further, the Family Benefit Assistance Case Load statistics should be reflected in Final Report.

"Food Banks" - be changed to "emergency food providers" - (including food banks)

6. FOCUS GROUP UPDATE

A.L. Heron provided an update on the focus group which was held with a school in the Hamilton Board. This specific school has a food bank in their school and the students feel that it is working well.

The school didn't want any public funding to help in meeting their needs and felt that student fundraising was a very important issue.

Students who chose not to access the food was primarily due to pride and peer pressure.

Meeting adjourned at 11:00 a.m.

**School Child Nourishment
Task Force**

Minutes

February 11, 1994

Chairman

Secretary

REGIONAL SCHOOL CHILD NOURISHMENT TASK FORCE**INTERIM REPORT DRAFT****March 1994**

94/03/04

BACKGROUND

At their June 19, 1992 meeting Health and Social Services Committee directed staff of the Department of Public Health Services to prepare a report outlining information on school food programs available through the Department of Public Health Services.

Representatives from the Department of Public Health Services, in their work with school personnel, have determined that many children are inadequately nourished. Other contacts in the community, such as community support agencies have confirmed a disturbing degree of chronic deprivation among school children and youth in this Region. In addition, emergency food providers in this community have seen an increasing number of families with children among the requests for assistance with food.

In September 1992, the Regional Health and Social Services Committee approved recommendations in a joint report from the Departments of Public Health Services and Social Services, endorsing the establishment of a Regional School Nourishment Task Force.

The Regional School Child Nourishment Task Force has been meeting since March 1993. Its mandate is to:

- assess the need for and the current availability of school nourishment programs in the Region
- make recommendations regarding school-based nourishment programs in the Region
- promote the development of healthy food and nutrition policies in schools and community centres
- identify opportunities for funding partnerships with local businesses, farms and community groups
- communicate the results of their work to Regional Council through Health and Social Services Committee, the local Boards of Education, the Ministry of Health, the Ministry of Community and Social Services, the Ministry of Education, local members of Provincial Parliament, Association of Municipalities of Ontario, and other constituencies as deemed appropriate through the work of the Task Force (Appendix I: Full membership list).

Interpretation of the mandate:

The name of the Task Force has been changed from the School Nourishment Task Force to the School *Child* Nourishment Task Force since nourishment of school children is the concern.

The term "child" includes all elementary and secondary school students.

In the work of this Task Force "hunger" is defined as the mental and physical condition that comes from not eating food often enough and/or in sufficient quantity. Hunger can be experienced everyday and several times a day.

"School-based nourishment programs" is interpreted as programs to nourish school students. These programs could be operated from sites outside the school facility.

Nourishment of school children is viewed as an issue for which the entire community must take some responsibility.

IDENTIFICATION OF ISSUES

Early meetings of the Task Force quickly moved from discussion of the broader issues of poverty, and the scope of poverty in Hamilton-Wentworth, to the more specific focus of local need among elementary and high school students for adequate nourishment. Several general areas of concern were identified:

- i) Funding - need to explore resources, establish partnerships
- ii) Program Models - explore components of successful programs and to provide a framework for designing "best fit" model(s)
- iii) Needs Assessment - develop a more comprehensive picture of the needs in the Region.
- iv) Public Education - to promote better understanding of the issue of hunger generally and the impact of hunger on learning.

The Task Force determined that a needs assessment would be given priority, and the first of three working groups was formed to begin the work of establishing a clearer picture of how the various communities in our Region are responding to the issues of hunger, and the depth of the need for organized food programmes.

In total, three sub-committees have evolved through the work of the Task Force: Needs Assessment, Program Models and Funding.

Public Education, continues to be discussed at the full Committee level. Although the need for broader awareness of the issues of hungry school children has been identified, the Task Force remains in the planning stages of what appears to be a huge task.

The impact of hunger on learning is the issue at the core of the public education activities. School children need to be "ready to learn". Teachers report that hungry children are less physically active, less attentive, less independent, less curious, more anxious, have more difficulty socially, and are more irritable and tired than their peers who are not hungry while at school. The result: hungry children often have poor school performance. This is reflected in deficient reading, verbal and motor skills.

To promote a clearer understanding of the issues of hunger and the impact on learning, and to encourage parents, school staff and students to provide input to the School Child Nourishment Task Force, a pamphlet is being developed which briefly describes the issues, the mandate of the Task Force and the work being done to satisfy that mandate.

The sub-committees have continued to meet throughout last summer and into the Fall and Winter.

FUNDING COMMITTEE

This Working Group is attempting to develop a working manual for anyone who may be involved in a community feeding program and is looking for funding support. Recognizing that there are other (in-kind or neighbourhood-based) resources in the community, this Group hopes to incorporate those aspects into an inventory. Although not involved in actual fund-raising, this Committee has raised the need to increase the profile of the issue of hunger and its effect on children. Lastly, the Funding Committee acknowledges that program design will, in some respects, dictate the most effective type of funding required and conversely, that availability of and type of resources will demand flexibility and creativity on the part of sponsors in setting up a program.

NEEDS ASSESSMENT COMMITTEE

The importance of obtaining input from a number of groups was identified early in the work of the Needs Assessment Committee. A plan for gathering input from the community was developed and the committee is now well into the process of information collection.

To develop and test relevant and appropriate tools for collecting information this Committee is working closely with the community. The information collection methods being used are survey questionnaires, interviews, focus groups, community forum and information from the "Nourishment of School Children - Initiatives", a demonstration project funded by The Hamilton Foundation.

The compiling and analyzing of information has started. To achieve this Committee members were trained by the Teaching Health Unit Health Analyst to use a computer program for information input. The Health Analyst is also assisting with the analysis. To date information input from the survey of school principals is essentially complete. The

compiling and analyzing of other information will be done in a variety of ways, for example, some groups will compile their own information and submit a group response to the Committee.

In order to put together a comprehensive needs assessment it is important to get input from many different groups. The Needs Assessment Committee is trying to get that input within the timeframe of the Task Force. Input from the groups identified and from the community in general is extremely important in addressing the mandate of the Task Force in a meaningful and useful way.

PROGRAM MODELS COMMITTEE

Drafting the "Guiding Principles" for nourishment programs and the restatement of these principles into operational terms has been completed. This Committee is presently reviewing the components of school food policies. They are also examining the roles and responsibilities of those presently involved in the planning and operation of nourishment programs for school students. With findings from the needs assessment, the Program Models Committee will be able to identify a general process for the planning and the operation of successful programs. They will also be able to establish the general level and type of support required for a variety of program models.

The "Guiding Principles" are important when considering how we address hunger. "What is the best response?" is a question to be answered. The Task Force has debated the complexities of this question, examining issues such as stigma, universality, inclusion of the community, impact on families, and the implications for schools. Through examination of these aspects the Task Force has begun to articulate desired qualities of a response to the issue and has established principles to guide the development of potential models. (Appendix II: Guiding Principles).

OBSERVATIONS

It is clear that in some areas of the Region, the need to respond to hungry children has been recognized and has led to some form of organized response. How that response has developed varies. For example with regard to location, nourishment programs are operating out of include schools, churches, community centres. Sponsors for these programs include private foundations, church groups, school principals, individual teachers, social service agencies.

Talking about food provokes debate about basic rights, the cultural value of food, the social aspects of food and sharing food, and the emotional meaning of food.

TASKS REMAINING (BY JUNE 1994)

- compile needs assessment information
- solicit and incorporate general community comments
- analyze the needs assessment information and determine the nature and depth of need to respond to issues of hungry school children and youth in Hamilton-Wentworth
- complete inventory of potential funding sources
- identify a general process for planning and operation of programs which accommodates guiding principles as defined by the Task Force
- prepare final recommendations including plan for implementation
- present to Health and Social Services Committee
- disseminate the Task Force Report to the community.

Prepared by:

Anne Louise Heron, Public Health Nutritionist, Department of Public Health Services

Ann Scott, Planning and Policy Development, Department of Social Services

School Child Nourishment Task Force

Guiding Principles

That Programs

- have a funding plan and a plan for ongoing evaluation process in place
- operate within the Public Health Foods Premises Regulations
- be available and accessible to all in a non-stigmatizing way
- respect dignity and support development of healthy self-esteem
- nurture partnerships with community groups and in so doing work toward development and maintenance of sustainable programs
- involve parents and children in planning and operation
- include opportunities for development of skills in the areas of nutrition, food budgeting and food preparation
- support content of the school curriculum
- be consistent with "Canada's Guidelines for Healthy Eating"
- be offered in a comfortable, nurturing and safe environment

SCHOOL CHILD NOURISHMENT TASK FORCE

MEMBERS	ADDRESS	PHONE NO.
Councillor D. Agostino Chairman	71 Main Street West Hamilton, Ontario L8N 3T4	574-0179 (H) 546-2730 (B)
Joanne Santucci Vice-Chairman	2289 Barton Street E. Unit 1, Hamilton Ontario L8E 2W8	560-3881 (B) 560-4420 (F)
Jack Duncan	357 Wilson Street E. Ancaster, Ontario L9G 4B7	664-4036 (H) (same) (B)
Janet Hutton	86 Dromore Hamilton, Ontario L8S 4B2	529-9717 (H)
Carolyn Sparling	162 Longwood Avenue N. Hamilton, Ontario L8S 3V9	526-8280 (H)
Kathy McInnes	2 King Street W. Jackson Square P.O. Box 2500 LCD #1 Hamilton, Ontario L8N 4E5	318-8284 (H) 521-7399 (B) 521-7713 (F)
Lynne Dabols	443 Orton Place Ancaster, Ontario L9G 4M6	648-2250 (H) (416) 943-4647 (B) (416) 860-1780 (F)
Michael Pennock	255 West Avenue N. Hamilton, Ontario L8L 5C8	945-5634 (H) 522-1148 (B) 522-9124 (F)
Filomena Tassi	40 Forest Avenue Hamilton, Ontario L8N 1X1	544-2383 (H) 523-5959 (B) 523-1145 (F)

Jim Stirling	P.O. Box 2460 Hamilton, Ontario L8N 3J5	648-7849 (H) 544-3761 (B) 548-4935 (F)
Kathy d'Andrade	119 King Street W. 6th Floor, Box 2112 Hamilton, Ontario L8N 3Z9	648-0063 (H) 521-7297 (B) 546-8277 (F)
Judith Bishop	100 Main Street W. P.O. Box 2558 Hamilton, Ontario L8N 3L1	528-7740 (H) 527-5092 (B)
Jim Sykes	79 James Street S. Hamilton, Ontario L8P 2Z1	
Tom Atterton	1025 Barton Street E. Hamilton, Ontario L8L 3E3	628-8868 (H) 521-9122 (B) 547-2944 (B)
Donna Knight	236 West Avenue N. Hamilton, Ontario L8L 5C9	523-5638 (H)
Kathie Hudspith	46 Jerome Park Dundas, Ontario L9H 6H3	627-1072 (H)
STAFF RESOURCE		
Anne Louise Heron	Department of Public Health Services	546-3520 (B) 528-2205 (F)
Ann Scott	Social Planning Department of Social Services	546-4888 (B) 577-0115 (F)
Mary Gallagher	Office the Regional Clerk	546-4304 (B) 546-2546 (F)

Note: (H) Home Phone Number
(B) Business Phone Number
(F) Fax Number

CA30N HW H374

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1994

**MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

A G E N D A

DATE: FRIDAY, APRIL 8, 1994

TIME: 9:00 A.M.

**PLACE: COMMITTEE ROOM - 15TH FLOOR
ELLEN FAIRCLOUGH BUILDING
119 KING STREET WEST**

URBAN 1

GOVERNMENT DOCUMENTS

-
- 1. APPROVAL OF PREVIOUS MEETING MINUTES**
 - 2. REVIEW OF INTERIM REPORT PRESENTED TO THE HEALTH AND SOCIAL SERVICES COMMITTEE (March 29th)**
 - 3. UPDATE FROM THE MINISTRY**
 - 4. FUTURE DIRECTION/WORK OF SMALL WORKING GROUPS:**
 - Subsidy Eligibility**
 - Per Diem Review**
 - 5. SCHEDULE OF UPCOMING TASK FORCE MEETINGS - 1994**
 - 6. ADJOURNMENT**
 - 7. BREAK INTO SMALL WORKING GROUPS**

**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, March 4, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Chairman (Councillor) D. Agostino
Vice Chairman L. Russell
Councillor T. Jackson; J. Aquin, M. Baker, C. Firth,
S. McDonald, M. McLaughlin, J. Powell-Fralick, J. Kleefstra, J.
Clinton, W. Campbell, N. Westbury

Absent with Regrets: S. Church, J. Pacey

Also Present: J. Soldera, M. Gallagher

L. Russell assumed the Chair.

1. APPROVAL OF PREVIOUS MEETING MINUTES

(Powell-Fralick/McDonald)

That the Minutes of the February 4, 1994 meeting of the Day Care Task Force be approved. **CARRIED.**

2. REVIEW AND APPROVAL OF A DRAFT OF THE INTERIM REPORT TO THE HEALTH AND SOCIAL SERVICES COMMITTEE

The Task Force reviewed the Draft Interim Report and revised it accordingly. Staff were requested to prepare a revised version and forward it to members of the Task Force for their final comments.

The following revisions were made:

Page 1 and Page 2

No changes

Page 3

Third paragraph: "It has become evident.....

Change the order of the following two sentences - "The intent is to work with the Form 1 to consider options that would potentially eliminate the need for a maximum income criteria. There is no consensus that the maximum income criteria should be eliminated at this time."

Fourth paragraph: "The prioritization of client....

delete "s" from word groups

Page 4

First paragraph: "A detailed review.....

delete the word "actual" in 11th line (second from last line in paragraph)

Subsection b)

b) - delete the words preceding "contractual agreement" and add the following:
Such a process may allow more time for annual audits of Centres.

Page 5

Delete the following from Introductory paragraph: - "Strengths and weaknesses of the budget package are summarized as follows:"

and add the following: A variety of opinions have been expressed by the diverse groups and individuals who participate in the process.

First bullet under Weakness: "Long/cumbersome to complete" change to:
"Long/cumbersome and time consuming to complete and to review"

Third bullet under Weakness: - "...ceilings or maximums" change to:
"ranges and guidelines"

PRINCIPLES

FORMAT - start on a separate page

Word "PRINCIPLES" change to: "GUIDING PRINCIPLES"

Commence numbering with the following words: "We believe that:"

- (1) Community - change to "community"
- (2) parents entering or remaining - change to "parents to enter or remain"
- (3) Amended to: The Municipality, as a key stakeholder/funder has an interest and responsibility for the promotion and stability and quality of child care delivery system in Hamilton-Wentworth.
- (4) delete words "be dispensed in such a way to"
- (5) delete words "supporting and"
Note: Item 5 was moved to the end of the sequence
- (6) delete "their family" to "the family"
delete "their Community" to "the community"
- (7) delete paragraph
- (8) no change
- (9) no change
- (10) Amended to: That any potential savings identified, not be merely a shift from one government level to another. Changes to funding to Centres through the existing per diems will not shift the financial responsibility to other government programmes.
- (11) Amended to: Child care subsidy assists people in having equitable access to employment and education leading to a fair and adequate income and promotes full participation in community life (reference Vision 2020). Child care subsidy eliminates or reduces the financial barriers to accessing child care services.
- (12) Amended to: Child care services support and promote optimal development for children and their families strengthening the capacity of families to care for their children and themselves.

Page 7

CURRENT REALITIES

- ii) Delete the following from this paragraph:
"Any impressions regarding Child Care Reform are based upon conjecture as a result of leaked information and documents."

FUTURE DIRECTIONS

- Second bullet - "Re-visit the issue of user fees as it applies to....
Changed to: "Continue to examine the issue

Page 8

The per diem/budget working group will "procedure" changed to "proceed"

Third bullet amended to:

"Change Analyze the use of user fees as a means to:

Review the application of users in relation to:

- a) reducing funders costs
- b) increasing Operators per diems
- c) purchasing more spaces with the existing funding

RECOMMENDATIONS:

Delete Subsection a) i) and ii)

Subsections b) c) and d) renumbered accordingly.

New Subsections b) and c) amended to read as follows:

- b) That Health and Social Services Committee direct staff to work co-operatively with the Ministry of Community and Social Services to encourage and facilitate efforts of child care centres to improve efficiency through collective efforts in areas such as "administration, operations and purchasing".
- c) That Health and Social Services Committee pursue the opportunity to participate in "pilot" projects that may be made available to Municipalities as part of the Child Care Reform process.

3. DISCUSSION OF PRESENTATION OF REPORT TO COMMITTEE

• **WHO WILL PRESENT**

The following members will make the presentation to the Health and Social Services Committee on March 29, 1994:

Leslie Russell, Marsha Baker, Jean Clinton

All members of the Task Force are invited to attend.

4. UPDATE FROM THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES

If an announcement on the Reform is made prior to the March 29, 1994 meeting of the Health and Social Services Committee Winston and Jane will try to arrange a meeting with the Task Force to provide them with an update.

5. STAFF REPORT

N/A

6. SCHEDULING OF FUTURE MEETINGS:

• **TASK FORCE**

April 8, May 6, June 3

The Task Force adjourned at 11:30 a.m.

Chairman

Secretary

REGION OF HAMILTON-WENTWORTH
- RECOMMENDATION -

DATE: 1994 March 18

REPORT TO: Chairman and Members
Health and Social Services Committee

FROM: Mr. M. J. Schuster
Commissioner of Social Services

SUBJECT: Interim Report of the Day Care Task Force (SOC 94-063)

RECOMMENDATION:

- a) That the Interim Report of the day Care Task Force, attached to Report SOC 94-063, be received;
- b) That no 1994 day care appeals be considered until the final report of the Day Care Task Force is completed and presented;
- c) That staff be directed to work co-operatively with the Ministry of Community and Social services to encourage and facilitate efforts of child care centres to improve efficiency through collective efforts in areas such as administration, operations and purchasing;
- d) That the Region pursue any opportunity to participate in "pilot" projects that may be made available to Municipalities as part of the Child Care Reform process.


M. J. Schuster

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
N/A

BACKGROUND:

On September 15, 1992, Regional Council adopted Item 4 of Report 17-92 of the Health and Social Services Committee, which approved the establishment of the Day Care Task Force.

Terms of Reference for the Day Care Task Force were approved by Regional Council on October 13, 1992 in adopting Item 7 of Health and Social Services Committee Report 17-92.

INTERIM REPORT
OF THE
DAY CARE TASK FORCE

PRESENTED TO THE
HEALTH AND SOCIAL SERVICES
COMMITTEE

THE REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH

March 29, 1994

DAY CARE TASK FORCE MEMBERSHIP

Representatives of Regional Council:

Councillor D. Agostino (Chairman)
Councillor T. Jackson

Representative from the Department of Social Services

Jane Soldera

Representative from the Ministry of Community and Social Services

Winston Campbell

Representatives from the Day Care/Preschool Operators

Charles Firth (Commercial Sector)
Jennifer Powell-Fralick (Not-for-Profit Sector)

Consumers

Marsha Baker
Jessica Kleefstra

Representatives from Community Groups

Sheila Church, Hamilton Status of Women Sub-Committee
Norm Westbury, Social Planning and Research Council
Martha McLaughlin, Association of Agencies for Treatment
and Development
Sandra MacDonald, Association of Early Childhood Education
of Ontario (Hamilton Branch)

Four Citizens

John Aquin
Jean Clinton
Jeanne Pacey
Lesley Russell (Vice Chairman)

BACKGROUND

Regional Council created the Day Care Task Force on September 15, 1992. This action was precipitated by the emergence of two specific issues:

- The appeal of the 1992 per diem by twelve Day Care Centres to the Health and Social Services Committee.

AND

- The impact on clients of two policies (Maximum Income Level and Exemption On Net Earnings) which had been approved by Council earlier that year.

The Terms of Reference for the Task Force were approved by Regional Council on October 20, 1992. (Terms of Reference are attached for information - Appendix A). The mandate of the Task Force was determined to be the review and analysis of:

- The current budget model and per diem rates used by the Purchase of Service - Licensed Nurseries Programme.
- The policies presently in place for the determination of eligibility for day care subsidy.

PROCESS

The Day Care Task Force held its inaugural meeting on Friday, March 5, 1993.

The Task Force has continued to meet monthly since that time. In addition to the monthly meetings, two working groups were established to deal with the areas of subsidy eligibility and Centre's per diems and budgets. Both working groups meet for one to two additional meetings per month.

The Task Force members have received and reviewed an extensive collection of reference and resource material.

As members of the Task Force began their work, it became apparent that it would be necessary to establish a set of guiding principles which would serve to provide a framework from which to proceed. Those principles have been developed and confirmed by participating members of the Task Force.

In addition to the establishment of the guiding principles referenced above, the Task Force has completed a number of other tasks as outlined in the following two sections of this report.

SUBSIDY ELIGIBILITY WORKING GROUP - WORK TO-DATE

This Subsidy Eligibility Working Group has struggled with a number of issues related to the work at hand. The following is a synopsis of the work to-date.

It is understood that the Provincial Child Care Reform process may have a significant effect on how child care is managed and delivered in the future. Contextually, the environment of reform combined with that of financial restraint are factors that have an impact upon the work being done both directly and indirectly.

The development of the guiding principles has been helpful as they have provided a rationale and framework from which to proceed. The group has also drafted a synopsis of its understanding of the present realities associated with child care subsidy and eligibility.

Our Community has made the commitment to financially support child care services through the child care subsidy program in our Region. This commitment provides support to children and families, and reflects the fact that we, as a community, value children and families.

The issue of subsidy eligibility is one that is complex and philosophically challenging in the group discussions. The following topics and issues have been the focus of the discussions thus far:

- Day Care funding in Ontario.
- Needs testing procedures (general).
- Needs testing procedures (specific to the Region of Hamilton-Wentworth, Support Services Division Day Care Subsidy Program) i.e. Who qualifies for day care subsidy? How is actual need determined? What is a Therapeutic Referral? Prioritization of client groups services.
- Demographics of subsidy.
- Municipal comparison regarding eligibility criteria. (Child Care Subsidy Eligibility Report - March 1993).
- Analysis of sample eligibility cases (vis-a-vis Maximum Income Level Policy and Exemption On Net Earnings Policy).
- Review of housing costs locally and in other Municipalities.

- Income tax issues.
- Child Care Reform.

The working group appreciates the inherent limitations with the Form 1 (current needs testing tool "Determination of Available Income"). It has been agreed that the discretionary areas afforded Municipalities in the administration of the form need to be considered in greater detail. These are the following:

- Rent or mortgage payments (ceiling set by the Province, but each Municipality can set maximum levels within the Provincial guidelines).
- Debt payments (Municipality sets limits).
- Travel and transportation (Municipalities may set a maximum within Provincial guidelines).
- Dental services (Municipality may set a maximum limit).
- Other (Municipality considers unique circumstances).
- Exemption on net earnings (Municipality may use an exemption formula which does not exceed the Provincially set maximum of 25% of monthly net earnings).

The working group is aware that the implementation of the Maximum Income Level Policy in 1992, arose from the concern that those most in need be provided day care subsidy. The area of need is central to the work of the Eligibility Group and one that is very challenging.

It has become evident that some of the Task Force Members have struggled with the utilization of a maximum income criteria. The working group has discussed the impact of the criteria and has presently decided to continue to work with the Form 1. There is no consensus that the maximum income criteria should be eliminated at this time. The intent is to work with the Form 1 to consider options that would potentially eliminate the need for a maximum income criteria.

The prioritization of client groups served has also been discussed at length by the Eligibility Group. Consensus has not yet been reached in regard to the appropriateness of the current prioritization which was set by Regional Council in 1985.

PER DIEM WORKING GROUP - WORK TO-DATE

The Per Diem Working Group has focused its attention thus far on the following:

- Development of guiding principles in relation to per diem/funding of the day care centres.
- A review of the current budget package.
- Preliminary comparison of budget models used in other Municipalities.

A detailed review of the Licensed Nurseries Programme's current budget process has been completed. Historically, the budget submission packages completed by the Day Care Operators each year produced per diems which allowed the Licensed Nurseries Programme to project an annualized cost of services. These figures were then used as a basis to produce the annual Licensed Nurseries budget which was presented to Regional Council and to Ministry of Community and Social Services for funding approval. However, in recent years due to fiscal constraints the Regional and Ministry's budgets have been limited to minimal cost of living increases only. The direct linkage between the budget submissions of Day Care Operators, and the Region's Licensed Nurseries Programme budget no longer exists. Unless a Day Care Operator chooses to appeal the approved per diem, it is likely that the Regional per diems paid have not kept pace with the costs of operating each Centre as developed by its budget submission.

It is vital that this issue be discussed further. Operators must have some rationale for submitting a budget package each year. Task Force participants have questioned the need for the annual budget submission and have discussed a number of alternatives. Preliminary discussion included alternatives such as:

- a) The Region requiring a budget submission only if an Operator wanted to appeal the annual per diem increase.
- b) The Region requiring a budget submission only once during the term of the contractual agreement. Such a process may allow more time for annual audits of Centres.

These and other alternatives to the current budget model/cycle require further exploration by the group.

The working group has completed a thorough study of the current budget package used by individual Operators. A variety of opinions have been expressed by the diverse groups and individuals who participated in the process:

STRENGTHS

- Detailed/inclusive of most, if not all expenses
- Takes into account individual Centre's unique costs (i.e. differences in salaries, occupancy, administration etc.)
- Some Operators see the appeal process as open and accessible
- Is helpful to new Centres which are unfamiliar with budgeting and the costing of a child care programme
- Can be used as a working tool to monitor spending
- The complete budget serves as a basis and justification of an appeal of per diems by individual Centres
- The completed budget facilitates the audit process which is completed annually by the Regional Auditor

WEAKNESSES

- Long/cumbersome and time consuming to complete and review
- Based on estimates, projections and some actual figures
- No ranges and guidelines are set on individual items within the budget package
- Due to various year ends, up-to-date financial statements are sometimes difficult to secure at the time budgets are being submitted and reviewed
- Some Operators report being confused and intimidated by the appeal process and feel they get double message (i.e. there is no more money...but some Centres get more on the basis of appeal)
- Some Operators are dissatisfied with policies/guidelines applied to the package

GUIDING PRINCIPLES

As indicated the Day Care Task Force members developed the following guiding principles in order to establish a foundation to pursue its mandate.

We believe that:

- (1) Child care is both a social and an economic issue and needs to be viewed in the context of the child, the family and the community.
- (2) Child care services are an integral component in enabling parents to access educational/training initiatives; enabling parents to enter or remain in the workforce; promoting a stable work force; facilitating job creation; reducing dependence upon public assistance; and supporting economic renewal and growth.
- (3) The Municipality as a key stakeholder/funder has an interest and responsibility for the promotion and stability of a quality child care delivery system in Hamilton-Wentworth.
- (4) Funding to child care programmes must encourage and promote the development of flexible programme models which are responsive to the unique child care needs of Hamilton-Wentworth.
- (5) Child care services provide opportunities for early intervention including identification of special needs, remedial education and support, and assistance to children and families. Early intervention has a positive impact upon future social, medical and education costs in terms of the child, the family, and the community.
- (6) Child care must be affordable for both users and funders while being reflective of actual costs.
- (7) Fiscal responsibility and accountability to funders must be an inherent part of the ongoing budget process.
- (8) Any potential savings identified in the current funding process should not be merely a shift of financial burden from one government level to another.
- (9) Child care subsidy assists people in having equitable access to employment and education leading to a fair and adequate income and promotes full participation in community life (reference Vision 2020). Child care subsidy eliminates or reduces the financial barriers to accessing child care services.
- (10) Child care services support and promote optimal development for children and their families strengthening the capacity of families to care for their children and themselves.

CURRENT REALITIES

The Day Care Task Force continues its work within a context of two challenging realities:

- i) Current fiscal constraints have resulted in shrinking resources being available to key funders including the municipalities and other levels of governments.
- ii) Announcements regarding Child Care Reform are expected in the near future. At this time it appears that the current direction of the Provincial government will likely include a move from needs testing for client eligibility to income testing, and the potential for base funding directly from the Province to day care Operators.

Both factors referenced above have a profound impact on the work being undertaken by the Task Force. These uncertainties have created challenges for the Task Force as it attempts to complete its work.

FUTURE DIRECTIONS

Even in this uncertain climate, the Day Care Task Force is committed to continue its work and will endeavour to present its final report to the Health and Social Services Committee in June 1994.

The Eligibility Working Group will focus its efforts on the following:

- Continue the investigation of discretionary line items on the Form I (specific rent, mortgage, debt payments, and exemption on net earnings).
- Continue to examine the issue of user fees as it applies to eligibility and its impact on clients.
- Review the issues of responsiveness, portability, flexibility and priority list

The per diem/budget working group will proceed to:

- Continue its investigation of the current budget process
- Examine other budget packages and re-visit the current package to determine what form the budget package should take
- Review the application of user fees in relation to:
 - a) reducing funders costs
 - b) increasing Operators per diems
 - c) purchasing more spaces with the existing funding

RECOMMENDATIONS:

- a) That no 1994 day care appeals be considered by the Health and Social Services Committee until the final report of the Day Care Task Force is completed and presented to Committee.
- b) That Health and Social Services Committee direct staff to work co-operatively with the Ministry of Community and Social Services to encourage and facilitate efforts of child care centres to improve efficiency through collective efforts in areas such as administration, operations and purchasing.
- c) That Health and Social Services Committee pursue any opportunity to participate in "pilot" projects that may be made available to Municipalities as part of the Child Care Reform process.

**TERMS OF REFERENCE
DAY CARE TASK FORCE**

a) MANDATE

- i) To review and analyze the present funding of Purchase of Day Care Services by:
 - aa) Assessing the present budget/per diem model and rates used by the Purchase of Service - Licensed Nurseries Programme in Hamilton-Wentworth;
 - bb) Reviewing other budget/per diem models and rates presently being used in other municipalities;
 - cc) Conducting a needs survey of operators (if necessary);
 - dd) Making recommendations regarding the development of a new budget/per diem model and rates (if necessary);
- ii) To review and assess the present Day Care Subsidy Eligibility policies in Hamilton-Wentworth by:
 - aa) Assessing the present eligibility policies in Hamilton-Wentworth;
 - bb) Reviewing the Day Care Eligibility policies of other municipalities;
 - cc) Making recommendations regarding the development of new policies governing Day Care Subsidy Eligibility (if necessary).

b) MEMBERSHIP

Membership of the Task Force will include:

- i) Two (2) representatives from Regional Council (Councillors D. Agostino and T. Jackson);
- ii) One (1) representative from the Department of Social Services
- iii) One (1) representative from the Ministry of Community and Social Services

- iv) Two (2) Day Care/Preschool Operators (one from the Commercial and one from the Not-for-Profit Sectors);
- v) Two (2) consumers (presently receiving subsidized day care);
- vi) Four (4) representatives from community groups (Hamilton Status of Women Sub-Committee, Social Planning and Research Council of Hamilton and District, Association of Agencies for Treatment and Development, Association of Early Childhood Education of Ontario (Hamilton Branch));
- vii) Four (4) citizens.

c) **CHAIR**

The Task Force will be chaired by a representative of Regional Council.

d) **REPORTING**

The Task Force will communicate the results of its work and make recommendations to Regional Council through the Health and Social Services Committee.

e) **TIME FRAME**

It is anticipated the Task Force will complete its work within one (1) year's time.

CA3 ON HW H34

A35

1994

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE

A G E N D A

DATE: FRIDAY, JUNE 17, 1994

TIME: 9:00 A.M.

PLACE: COMMITTEE ROOM - 15TH FLOOR
ELLEN FAIRCLOUGH BUILDING

1. REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES
- MAY 6 AND 19, 1994 (TO BE DISTRIBUTED AT MEETING)
2. UPDATE FROM THE MINISTRY
3. FUTURE DIRECTION/WORK OF SMALL WORKING GROUPS:
 - A) SUBSIDY ELIGIBILITY
 - B) PER DIEM REVIEW
4. STAFF REPORT
5. WRITING OF THE REPORT
6. ADJOURNMENT

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GOVERNMENT DOCUMENTS

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**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, May 6, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Vice Chairman L. Russell
M. Baker, J. Clinton, S. McDonald, J. Kleefstra, W. Campbell,
J. Soldera

Absent with Regrets: Councillors D. Agostino, T. Jackson - Another Commitment
J. Powell-Fralick - Another Commitment
J. Aquin, C. Firth, M. McLaughlin (Resigned), N. Westbury,
S. Church (Resigned), J. Pacey

Also Present: C. Biggs

After thirty minutes, a quorum was not present. The secretary recorded the names of those in attendance and the meeting stood adjourned.

Vice Chairman

Secretary

**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Thursday, May 19, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Chairman (Councillor) D. Agostino
Vice Chairman L. Russell
Councillor T. Jackson; M. Baker, W. Campbell, J. Soldera,
J. Aquin, C. Firth, N. Westbury, J. Powell-Fralick, J. Zembal

Absent with Regrets: J. Kleefstra - Illness
J. Clinton, S. McDonald, J. Pacey

Also Present: C. Biggs

Jane Soldera introduced Joyce Zembal from the Association of Agencies for Treatment and Development, who is replacing Martha McLaughlin.

1. APPROVAL OF PREVIOUS MEETING MINUTES

(Russell/Aquin)

That the Minutes of the April 8, 1994 meeting of the Day Care Task Force be approved. **CARRIED.**

2. RESIGNATIONS FROM THE TASK FORCE

(Aquin/Firth)

a) That the resignation of Martha McLaughlin from the Association of Agencies for Treatment and Development (AATD) be accepted with regrets and a letter forwarded expressing thanks for her work on the Committee;

b) That Joyce Zembal from AATD be appointed to the Task Force.

CARRIED.

(Russell/Campbell)

a) That the resignation of Sheila Church, representative from the Status of Women Committee, be accepted with regrets and a letter forwarded expressing thanks for her work on the Committee;

- b) That Gina Monaco from the Status of Women Committee be appointed to the Task Force as per Item 1 of Health and Social Services Committee Report 18-93, approved by Regional Council on November 2, 1993.

CARRIED.

3. FEEDBACK FROM THE APRIL 29, 1994 MEETING

- Difficult to make decisions on subsidy eligibility considering current climate
- Along with maximum income policy set, further data has been collected which indicates that the percentage of people contributing to day care has changed
- Families with a high income scale are no longer receiving subsidy
- May be able to show figures on a table/graph
- Need to get message out that 95% of those receiving subsidy are in lower income category
- Important to set record straight as to what really are the maximum incomes
- Reinforce what changes were made to the policy in 1992
- Staff were directed to pull information from each case file i.e., earnings, one or two parent families, number of children, contributing amount, etc.

4. UPDATE FROM THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES

- No update.

5. PLANS FOR FINAL REPORT

It is the intention of the Task Force to present its final report to the Health and Social Services Committee on August 9.

THE NEXT MEETING OF THE DAY CARE TASK FORCE WILL BE HELD ON FRIDAY, JUNE 17, 1994. In the interim, the Per Diem Group will schedule a meeting for Friday, June 3. The Subsidy Eligibility Review Group will advise the Task Force of their meeting date.

i) Per Diem Group

- As part of the report of the Per Diem Group, included would be a recommendation for a per diem study to be carried out
- The report would include a study outline, parameters to be used, terms of reference and recommended agencies to conduct the study.
- The study itself may become part of the final report to the Health and Social Services Committee.

- W. Campbell indicated that funds were available for COMSOC to fund the study.

INFORMATION ITEMS (TO BE DISTRIBUTED AT MEETING)

None

On motion (**Westbury/Baker**) the Task Force adjourned at 10:50 a.m. **CARRIED.**

Chairman

Secretary

URBAN/MUNICIPAL
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A35
1994

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THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

NOTICE OF CANCELLATION

DAY CARE TASK FORCE

DATE: Friday, July 8, 1994

TIME: 9:00 o'clock a.m.

PLACE: Committee Room, 15th Floor
Ellen Fairclough Building
119 King Street West

NOTE: The Task Force, at its meeting on June 17, agreed to schedule the following meetings:

- a) Eligibility Review Group - **Friday, July 8** at 9:30 a.m. at the AATD offices, 1057 Main Street West.
- b) Per Diem Review Group - **Friday, July 15** at 9:30 a.m., 15th Floor Committee Room, Regional Offices

The next meeting of the Day Care Task Force will be on **FRIDAY, AUGUST 12, 1994 at 9:00 a.m. at the Regional Offices**, rather than August 5, as originally scheduled.

Please contact Carolyn Biggs if you have any questions.

:cab.
June 30, 1994

**THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

A G E N D A

URBAN MUNICIPAL

DATE: FRIDAY, AUGUST 12, 1994

AG 11/11

TIME: 9:00 A.M.

**PLACE: COMMITTEE ROOM - 15TH FLOOR
ELLEN FAIRCLOUGH BUILDING
119 KING STREET WEST**

GOVERNMENT DOCUMENT

-
1. APPROVAL OF PREVIOUS MEETING MINUTES
 2. UPDATE FROM THE MINISTRY
 3. FUTURE DIRECTION/WORK OF SMALL WORKING GROUPS:
 - Subsidy Eligibility
 - Per Diem Review
 4. STAFF REPORT
 - Feedback regarding sample eligibility cases sent to other Municipalities
 5. WRITING OF THE REPORT
 6. ADJOURNMENT

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**MINUTES OF THE
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
DAY CARE TASK FORCE**

The Day Care Task Force met on Friday, June 17, 1994 at 9:00 a.m., 15th Floor Committee Room, Regional Offices.

Present: Vice Chairman L. Russell
Councillor T. Jackson
M. Baker, W. Campbell, J. Clinton
C. Firth, J. Kleefstra, S. McDonald, J. Soldera,

Absent with Regrets: Councillors D. Agostino, J. Aquin, J. Pacey, J. Zembal, N. Westbury, J. Powell-Fralick

Also Present: M. Gallagher

Item 3A was moved forward:

3. FUTURE DIRECTION/WORK OF SMALL WORKING GROUPS:

A) SUBSIDY ELIGIBILITY

Jean Clinton reviewed the Eligibility Working Group report with the Task Force.

Subsection 2i)

The Task Force discussed inputting the "Form 1" onto a data base. Jane advised that a programmer and funds to input the entire form are not available. There are approximately 2,000 files which would have to be pulled manually to obtain the required data for utilization by the Task Force.

The following items from the Form 1 will be extracted and included in the data base:

- o Gross Income
- o Family Size
- o Loan Payments/Expenses/Mortgage/Debt Payments (maximum debt allowed and actual debt)
- o Full Subsidy vs. Partial Subsidy received
- o Other: Dollar Figure only (i.e. car/household insurance)
- o Items #27, #28, #29

There was consensus that if possible, this task would need to be completed by August. Jane commented that she would review her staff complement and subsequently, advise how this task would be accomplished and if the August deadline could be met.

Subsection 2ii)

At the present time, and for the past year, there has been no Waiting List. A status update on the waiting list will be provided at the next Task Force meeting.

Subsection 2iii)

There was considerable discussion on the issue of User Fees.

The Task Force discussed reviewing the data (i.e. from OMSSA profile) that has been collected to date in targeted Municipalities and prepare the material in a more formal manner for use in the final report.

Jane will verify that the data received from the other Municipalities is current.

The Task Force also discussed comparing municipalities using user fees vs. how the exemptions on earnings are affected.

- o What philosophical position should be taken if any?
- o What can user fees accomplish? - Is it important to put this in final report?
- o How are the user fees used?
- o Perception vs. analysis
- o Analyze budget implications of using User Fees.

Subsection 2iv)

The Task Force discussed making Form 1 comprehensive enough to make it a complete document.

The group should come back with a clear recommendation on discretionary spending.

1. **REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES
- MAY 6 AND 19, 1994**

(McDonald/Baker)

That the Minutes of the May 6 and 19, 1994 meetings of the Day Care Task Force,
be approved. **CARRIED.**

2. **UPDATE FROM THE MINISTRY**

Winston Campbell provided an update on the Coalition asking the Provincial Government to review the cost of child care reform.

3. **FUTURE DIRECTION/WORK OF SMALL WORKING GROUPS:**

B) PER DIEM REVIEW

Jane Soldera provided an overview of the Per Diem Review Report.

There are certain issues which Jane will review with the Internal Auditor.

The Task Force discussed the issue of Audited Financial Statements. It was advised that year end is different for each Operator depending on when they began their operation. Therefore, the members debated when financial statements should be due - should the Municipality choose a date for all Operators to follow when submitting their Financial Statements? How difficult a task would this be to undertake?

4. **TIME LINES**

The Task Force decided that the following Time Lines would be established:

Per Diem Group will meet on **Friday, July 15, 1994 at 9:30 a.m., 15th Floor Committee Room.**

Eligibility Group will meet on **Friday, July 8, 1994 at 9:30 a.m., at AATD** unless otherwise notified, therefore, the Task Force as a whole will not be meeting on this date.

The Task Force will meet as a whole on **Friday, August 12, 1994 at 9:00 a.m., 15th Floor Committee Room** and not as previously scheduled (i.e. Friday, August 5th) to receive the reports of the working groups.

The Task Force adjourned at 11:00 a.m.

Chairman

Secretary

DAY CARE TASK FORCE
ELIGIBILITY WORKING GROUP
JUNE 8, 1994

Present: Jean Clinton, Jessie Kleefstra, Joyce Zembal

Regrets: Jane Soldera, Marcia Baker

1. Joyce provided a brief update regarding the Day Care Task Force Meeting on May 19th; particularly in relation to the current direction for the Eligibility Working Group.
2. Discussion on the specific issues identified in the Interim Report that require further investigation. Recommendations of the Eligibility Working Group are as follows:
 - i) to gather the statistical information that will clearly identify to the Health and Social Services Committee that families in the higher income bracket are no longer receiving subsidy; and that the people currently receiving subsidy are in the lower income category. To present this information in conjunction with an outline of the changes that were made to policy in 1992 to the Health and Social Services Committee.
 - ii) to request an update regarding the status of the current subsidy waiting list and subsidy spaces in actual use.
 - iii) to collect information on current user fees in each municipality within the province. Chart the results and further discuss the feasibility of implementing a user fee in Hamilton-Wentworth.
 - iv) to further investigate the discretionary lines (Form 1); pending that this will continue to be within the control of the municipality.
 - v) the working group would like the prioritization of client groups to be further discussed by the large group - Day Care Task Force in regards to whether this needs to be reviewed and or reassessed.

It was agreed that these recommendations would be brought forth at the next Day Care Task Force meeting on June 17th.



Name of Parent Address	Telephone number	Business
	Residence	
	Social Insurance number	
	Mother	
Father		

Family Composition - Adults and Children

Name	Age	School or Occupation

Liquid Assets

Type	Amount
Total	

Part II - Monthly Budgetary Needs (Family)

9. Basic needs - See Guidelines	
10. Special Diets	
11. Heat	
12. Telephone	
13. Sub-total	
14. Contingencies - 20% of Item 13	
15. Add Items 13 and 14 Sub-total	
16. Rent	
17. Mortgage Payment (Principal and Interest)	
18. Property taxes	
19. Debt payments	
20. Travel and transportation	
21. Drugs	
22. Dental Services	
23. Optical Services	
24. Health Services	
25. Other - as approved	
26. Add Items 15 to 25 Sub-total	
27. Available Monthly Income less Budgetary Items (Item 8 less Item 26)	
28. Exemption on Net Earnings Item 1: \$ x %	
29. Available Monthly Income (Item 27 less Item 28)	

Part I - Monthly Income (Adults)

1. Net Earnings \$	
2. Boarder Revenue \$	
3. Rental Revenue \$ x 60%	
4. Pension	
5. Unemployment Insurance or Training Allowance	
6. Separation or Alimony Payment	
7. Other (specify)	
8. Monthly Income (Items 1 to 7)	

certify that the above information provided by me is correct.

	Signature of Parent
Date	Signature of Administrator or Designate (Municipal staff)

Part III - Computation of Available Daily Income

30. Available daily income = available monthly income (Item 29 above)
divided by 21.75 × number of children in family enrolled in day care
program

\$ _____ = \$ _____
21.75 ×

Part IV - Calculation of Monthly Cost to Municipality or Band

(For use of Municipality or Band only)

31. Total monthly cost of day nursery services or private home care under
agreement:

\$ _____ per day × _____ (aggregate number of days
for all children in family enrolled in day care program)

32. Parental contribution = Available daily income (Item 30) × aggregate
days of service for all children in the family enrolled in the day care
program

Item 30 _____ × days of service

33. Monthly cost to Municipality or Band

Item 31 _____ less Item 32

Completion of this form must be in accordance with the Ministry **Guidelines** for **Determination of Available Income**

Consent to Inspect Assets

_____, an applicant for services under the *Day Nurseries Act*, and I, _____, spouse of the above applicant
(complete only where applicable)

consent that:

1. The Administrator or his authorized representative

inspect and have access to any account or safety deposit box held by me alone or jointly, in any bank, trust company or other financial institution or to any assets held by me or on my behalf by any person, or any records relating to any of them.

2. The Administrator or his authorized representative

secure information in respect of any life or accident insurance policy on my late spouse.

(Name of late spouse - complete only where applicable)

Dated at _____, this _____ day of _____ 19____

Witness: _____ Signature of Applicant _____

Address: _____

Dated at _____, this _____ day of _____ 19____

Witness: _____ Signature of Spouse
where applicable: _____

Address, if different: _____

Notice with Respect to the Collection of Personal Information

(Freedom of Information and Protection of Privacy Act)
(Municipal Freedom of Information and Protection of Privacy Act)

The information is collected under the legal authority of the *Day Nurseries Act*, R.S.O.1980, c. 111, for the purpose of ensuring a high quality of delivery of Children's Day Care services operated under the Ontario Government's Day Nurseries Program.

DAY CARE TASK FORCE
PER DIEM WORKING GROUP
JUNE 3, 1994

Present: Sandra MacDonald, ~~Lesley Russell~~, Joyce Zembal, Winston Campbell, Jane Soldera

Regrets: John Aquin, Jennifer Powell-Fralick, Charles Firth, Norm Westbury *Lesley*

Discussion focused on the following areas which will require further investigation and/or decisions prior to completion of the final report:

1. The need for the submission of budgets annually was discussed
 - other alternatives considered were, once during the term of the contract (term of Regional Council) or only when an operator wished to appeal the per diem set by the Region
 - the issues of accountability and need for co-ordination of the budget process and audit process were raised as important factors to be considered when setting a minimum requirement for the budget submission
2. Budget submissions are currently based on annual year actuals and estimates and the next year's projected figures
 - there was a general agreement that the budget submission move away from estimated figures and used 12 month "actual" figures and projections
3. The concern about the timely submission of current audited statements by the day care operators was discussed at length by the group
 - while it was recognized that many day care operators have difficulty receiving their audited statements in a timely fashion, it was generally felt that this was an area that was vital to the completion of a detailed review of a Centre's budget submission and per diem request
4. The need to make a recommendation to Health and Social Services Committee about appeals for 1994 was discussed. Jane reported that up to the date of the meeting she had received no correspondence or comments on the letter she sent to operators advising them of the "hold on appeals"

- it was noted that we were expecting 0% increase to budget from the Province, and it was hoped that the budget negotiations between the Region and Province would be formalized by the time our final report goes to Health and Social Services Committee
- alternatives for any Centres "in crisis" were discussed (emergency assistance from COMSOC for not-for-profit centres is available, however, not for commercial centres)

Note: Since the meeting, Jane has received one letter of appeal from an operator

5. It was suggested that staff shift their focus from meeting with centres to review completed submissions to providing training sessions in advance of the budget cycle in order to provide information "up front" prior to the budget completion
6. The group did not have the opportunity to discuss further the concept of developing bench marks (referenced to the Social Planning and Research study) and the proposal for a review of this work

